

LIBRARY ASSISTANT II – YOUTH SERVICES DEPARTMENT MAIN LIBRARY

An employee in this class performs specialized paraprofessional work requiring the application of current library techniques and appropriate technology. He/she demonstrates an enthusiastic, self-reliant and self-starting approach to job responsibilities and exercises good judgment in interpreting and applying library policies and regulations. Maintains accountability and a high level of courtesy and tact when dealing with the public. While an employee in this class may work unsupervised according to scheduling and upon occasion supervises part-time employees and volunteers, overall supervision will come from the Youth Services Librarian. This individual must have experience working with children of varying ages. The ideal candidate will have the ability to plan, schedule, promote, conduct and evaluate developmentally appropriate programs for infants, toddlers, and school-age children. This individual must also be adaptable to change and recognize the importance of offering a personalized experience to all library patrons. This position will focus on early literacy programming and STEM programming for children.

Examples of (but not limited to) Duties Performed

- *Assesses patron information needs, provides appropriate resources and assists patrons in locating library materials and electronic resources.
- *Plans and assists in programs and activities sponsored by the Library.
- *Merchandising and staging materials for high-impact results.
- *Assists in shelving books and reading shelves.
- *Sorts and distributes incoming mail and maintains inventory of periodicals.
- *Receives incoming telephone calls, responding to inquiries and referring to appropriate department or staff member.
- *Provides moderate personal instruction, assistance and troubleshooting for computers and other equipment.
- *Provides basic reference instruction and assistance.
- *Trains in and learns procedures in other library departments to enhance patron service.
- *Performs related duties as assigned.

Knowledge, Skills & Abilities

- *General knowledge of the principles and practices of library science including experience and above-average familiarity with computer technologies.
- *Ability to follow a new or established procedure and to perform work requiring accuracy and detail.
- *Ability to produce and maintain records and reports.
- *Ability to explain and use library tools and resources.
- *Ability to establish and maintain effective working relationships with library personnel and library patrons.
- *Must be adaptable to performing appropriately when confronted with persons acting under stress.
- *Experience in outcome-based programming for children of all ages.

- *Knowledge of children's literature.
- *Knowledge and applied understanding of the six Early Literacy Skills and five Early Literacy Practices.
- *Applied understanding of adolescent development.
- *Understanding of emerging library trends in service to children.
- *Must be able to work the assigned schedule which includes evenings and weekends.
- *Ability to work and travel from one branch to another and out of county for occasional workshops.

Physical Requirements

Sufficient strength, agility, visual acuity and verbal capability to perform the core requirements of the position which can require operating a variety of machinery and equipment and the ability to exert up to 50 pounds of force to lift and/or move objects.

Minimum Education and Training

Associate degree or two years of college-level coursework in an applicable field with some experience in library work preferred; or an equivalent combination of training and experience which provides the required skills, knowledge and abilities. Four year degree in applicable field, highly preferred.